

# Project 9 Work Plan

Activity	Date to be Accomplished	Responsible Entity	
Attend Orientation Session at DMACC and:  Complete project team assignments  Complete work plan & project plan  Plan and schedule meetings  Recommend Electronic Applications	May 20-21, 1997	All Project Teams Citizen Council Steering Committee IITT Work Groups	X
Begin research on contractors	May 1997	Harold	
Identify system technical specifications	May 1997	Diana, Larry, Conrad	
Determine the outside resources necessary and incorporate into work plan, business plan, and budget	June 1, 1997	Project Teams	
Identify ways the team will communicate with each other & other interested groups and incorporate into work plan By e-mail when possible Team members should check web page frequently	June 1, 1997	Project Teams	X
Decide who will do system design	June 1, 1997	Project Teams	
Project Plan, Work Plan, and Project Budget Completed (First version)	June 1, 1997	Project Teams	X
Work Plan Completed (First version)	June 9, 1997	Project Teams	X
Project Plan & Work Plan sent out to Steering Committee, post on web page	June 13, 1997	SPPG (Amy, Tori, Gina, Cheryl)	X
Present Business Plan, Work Plan, & Budget to Steering Committee Quarterly Meeting (morning) -- Committee will provide constructive feedback on project	Week of June 16 or June 23, 1997	Steering Committee Project Team Leads SPPG	X
Present Business Plan, Work Plan, & Budget to Citizen Advisory Group Quarterly Meeting (afternoon) -- Council will provide constructive feedback on project	Week of June 16 or June 23	Citizen Council Project Team Leads SPPG	X
Adjust plans as necessary to reflect comments of Steering Committee and Citizens Council	June 30, 1997	Project Team Lead and SPPG	X
Note changes made in project plan and quarterly report -- and reasons made. <i>We want to track responsiveness to citizen concerns.</i>	June 30, 1997	Project Team Lead and SPPG	X

Develop (research) benchmark plan	July 1, 1997	Paulette, Harold, Wayne	
Approve Electronic Commerce Application	July 1, 1997	Project Team	X
Workplans for each project completed, with notes reflecting changes made after focus groups	July 25, 1997	Project Team	X
Send out final workplans, project plans, and budgets -- describing how they were changed to reflect citizen comments	July 30, 1997	SPPG, Project Team Leads	X
Monthly project status report due	July 31, 1997	Project Team Leads, SPPG	X
Develop Evaluation Plan	August 1, 1997	Project Team Leads	
Identify test group, begin system design	August 1, 1997	Project team leads, SPPG	
Meet with IRS Federal Staff	August 21-22, 1997	Project team leads, SPPG	X
Electronic Commerce Meeting/1st Team Meeting	August 28, 1997	Project Team	X
Analysis of Project	August 31, 1997		
Quarterly project report due	August 31, 1997	Project Team Leads, SPPG	
Present final plans & status to Steering Committee Quarterly Meeting (morning)	September 1997	Steering Committee, ITS, SPPG, Project Leads	
Assess project plan's impact on state budget, and provide information to Steering Committee	September 1997	Project teams, SPPG	
Present final plans & status to Citizen Advisory Group Quarterly Meeting (afternoon)	September 1997	Citizen Advisory Group, ITS, SPPG, Project Leads	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	September, 1997	Project Team Lead, SPPG	
Complete System Design	September 1, 1997	Vendor	
Draft initial combined form	September 15, 1997		X
Draft combined line-by-line instructions	September 15, 1997		X
Project Team Meeting	September 18, 1997	Project Team	X
Employer Focus Group Review initial draft of combined form	September 30, 1997	Employers, team leads, staff	X
Monthly status report	September 31, 1997	Project team lead, SPPG	X
Start developing system	October 1, 1997	Vendor	
Project Team Meeting	October 16, 1997	Project Team	X
Marketing/Education Plan completed	October 16, 1997	Kurt, Darla, Tim	

Evaluation/Research Plan completed	October 16, 1997	Paulette, Harold, Tim	
Build System	October 31, 1997		
Monthly project status report due	October 31, 1997	Project Team	
Start testing & evaluating system	November 15 - ongoing	Vendor, Diana & selected staff, Revenue & Finance selected staff	
Quarterly project status report due	November 30, 1997	Project teams	
Present to Steering Committee Quarterly Meeting (morning) on implementation status and progress, and evaluation plans	December 1997	Steering Committee, ITS, Project Team leads, SPPG	X
Present to Citizen Advisory Group Quarterly Meeting (afternoon) on implementation status and progress, and evaluation plans	December 1997	Citizen Advisory Group, ITS, Project Team Leads, SPPG	X
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	December 1997	Project team lead, SPPG	
Mailout for Parallel testing	December 1997		
Project Team Meeting	December 18, 1997	Project team, staff	X
Monthly project status report due	December 31, 1997	Project teams	
<b>Projects implementation must have begun</b>	January 1, 1998	Project teams, consultants	
Start developing expansion (roll-out) plan	January 1, 1998	Project team	
Transmit to state	January 3, 1998		
Parallel Testing	January 1998		
Monthly project status report due	January 31, 1998	Project team leads, SPPG	
Project Team Meeting	February 19, 1998	Project team, staff	
Quarterly project report due	February 28, 1998	Project team leads, SPPG	
Present implementation progress & ongoing evaluation plans to Steering Committee Quarterly Meeting (morning)	March 1998	Steering Committee, ITS, Project leads, SPPG	
Present implementation progress & ongoing evaluation plans to Citizen Advisory Group Quarterly Meeting	March 1998	Citizen Advisory Group, ITS, SPPG	

(afternoon)			
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	March 1998	Project team lead, SPPG	
Complete Project Evaluation	March 15, 1998	Vendor, Diana & selected staff, Revenue & Finance selected staff	
Project Team Meeting	March 19, 1998	Project team, staff	
Monthly project status report due	March 31, 1998	Project teams	
Refine Project Application	April 1, 1998	Contractor	
Complete Initial Education	April 15, 1998	Kurt, Darla, Tim	
Project Team Meeting	April 16, 1998	Project team, staff	
Monthly project status report due	April 30, 1998	Project teams	
Test transmit to IRS	April 30, 1998		
Parallel testing	April 1998		
Phase II Startup (expand pilot and/or applications)	May 1, 1998		
Project Team Meeting	May 21, 1998	Project team, SPPG	
Quarterly Report due	May 31, 1998	Project team leads, SPPG	
Analyze Test Results	May 1999		
Present progress to Steering Committee Quarterly Meeting (morning)	June 1998	Steering Committee, ITS, Project team leads, SPPG	
Present progress to Citizen Advisory Group Quarterly Meeting (afternoon)	June 1998	Citizen Advisory Group, ITS, Project team leads, SPPG	
Adjust work plans, project plans, and budgets as necessary after Citizen Group and Steering Committee feedback	June 1998	Project team lead, SPPG	
Project Team Meeting	June 18, 1998	Project team, SPPG	
Monthly project status report due	June 30, 1998	Project teams	
<b>ALL Projects fully operational</b>	July 1, 1998	Project teams	
Federal disclosure legislation	July 1, 1998		
IWD System (and contractors) must meet CS security	July 1, 1998		
Project Team Meeting	July 16, 1998	Project team, SPPG	
Pilot combined form	July 1998		
Monthly status report due	July 30, 1998	Project team leads, SPPG	
Transmit real data to IRS	July 31, 1998		

Project Team Meeting	August 20, 1998	Project team, SPPG	
Monthly project status report due	August 31, 1998	Project teams	
Assess state budget impacts and needs for inclusion in budget/revenue packages	September 1, 1998	Project team leads, SPPG	
Complete final report & presentation package which identifies outcomes and evaluates success - and demonstrates responsiveness to public comments  The final plan will show "next steps" and "spin-off projects" -- and will identify implications for state budgeting, processes, and other important issues	September 1, 1998	Project teams, SPPG	
Present final reports to Steering Committee at quarterly meeting (morning)	September, 1998	Steering Committee, ITS, Project leads, SPPG	
Present final reports to Citizen Council at quarterly meeting (afternoon)	September, 1998	Citizen Council, ITS, Project leads, SPPG	
Annual Mailing to Printer	October 1998		
Pilot Combined form	October 1998		
Review Pilot Test Results Employer Acceptance, Account resolution/accuracy, Cost to state, Cost to federal government	December 1, 1998		
Mass mailing	December 1998		
Complete negotiations with IRS/IRS Approval	January 1999		
Mail packets	March 1999		
Statewide implementation Operations & Maintenance	April 30, 1999		
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Revised 1/15/98